



Meeting Minutes

June 24, 2025

3:00 PM

Kings County Board of Supervisors Chambers
1400 W. Lacey Blvd. Hanford, CA 93230

Call to Order & Welcome Meeting called to order at 3:00 pm. by Chair-elect Dr. Milton Teske.

Commissioners Roll Call 4 out of 5 commissioners present. Two Commissioners had proxies present on their behalf for this meeting.

Commissioner	Present	Absent	Joined Meeting After Roll Call
Monica Connor for Wendy Osikafo	X		
Dr. Milton Teske	X		
Joe Neves	X		
Todd Barlow		X	
Christi Lupkes for Lisa Lewis			X

Review and Modification to Agenda

The 3rd Quarter Grantee Achievement Report and the Memorandum of Understanding between the Commission and the Managed Care Plans will be tabled to the August Meeting.

Discussion: None noted.

Opportunity for Public Comment None noted.

Consent Calendar

P. 004 **2025-06-175 Consent Calendar**

April 1, 2025, Commission Meeting Minutes

April 2025 Fiscal Report

Discussion: No Comments noted.

2025-06-175 Consent Calendar				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Monica Connor for Wendy Osikafo			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

Action Items

P. 012 **2025-06-176 Proposed Budget Modification for FY 24/25:** Commission to review, discuss and consider approving the Budget Modification for FY 2024-2025.

STAFF REPORT: Commission staff are recommending to shift funding from Special Departmental and Travel to accommodate an increase in the Legal Services line item budget. The CYBHI contract and subcontracts, as well as the Memorandum of Understanding between the Commission and the Medi-Cal managed care plans were additional items that weren't accounted for when the budget was first created.

Discussion: None noted.

2025-06-176 Proposed Budget Modification for FY 24/25				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Christi Lupkes for Lisa Lewis			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 015 **2025-06-177 Change in Audit Services Vendor:** Commission to review, discuss and approve the change in Commission's Annual Audit costs due to procurement of a new external auditor.

STAFF REPORT: Program Manager Clarissa Ravelo reported that the County of Kings has secured another audit services vendor, Price, Paige & Company. The new agreement includes an increase in the audit costs for the Commission from \$10,600 to \$16,000. PM Ravelo indicated that the increase in Audit costs has been added to the proposed FY 2025-2026 budget.

Discussion: None noted.

2025-06-177 Change in Audit Services Vendor				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Monica Connor for Wendy Osikafo			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 034 **2025-06-178 First 5 Association Annual Dues:** Commission to review, discuss and approve the updated First 5 Association annual dues.

STAFF REPORT: PM Ravelo presented information in a Powerpoint slide deck on the new First 5 Association Membership dues structure and the benefits of being a part of the Network to the Commission and Commission staff. First 5 Association staff member Kristine Dobson was also present and answered some of the Commission's questions.

Discussion: Discussion ensued regarding the rate increase, and the use of live birth rates to calculate part of the increase in dues. Commissioner Neves related that not all babies born in Kings County are from Kings County, he doesn't think that it is relevant data to be used to calculate the membership dues. First 5 Association staff member Kristine Dobson was also present and answered some of the Commission's questions. PM Ravelo was asked how this would impact the Commission's finances. PM Ravelo indicated that program support would not be decreased to accommodate the increased rate, but there's usually savings in the budget that can offset the increase. Ms. Lupkes made a motion to accept the increased membership rate of \$6,000, without the variable cost of \$2.60/child.

2025-06-178 First 5 Association Annual Dues				
Modified Motion Made by:	Christi Lupkes for Lisa Lewis			
2 nd Motion by:	Commissioner Neves			
Motion (Pass/Fail)	Modification – Flat Rate only - PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 051 **2025-06-179 Proposed Budget for FY 2025-2026:** Commission to review, discuss and consider approving the 2025-2026 Budget.

STAFF REPORT: PM Ravelo presented the proposed budget for FY 2025-2026. The largest increase in the budget was due to the new CYBHI grant. PM Ravelo accounted for the increase in audit costs, and will adjust the Memberships line item to reflect the Commission's decision to approve dues at \$6,000. Other notable increases compared to FY 2024-2025 were Legal Services (increased from \$1,000 to \$3000) and IT Managed Contracts (increased from \$3,123 to \$14, 046). PM Ravelo stated that the increase for Legal Services was due to anticipated new round of contracts for the upcoming funding cycle, and the software that the funded projects use, the old platform was being sunsetted, so the upgrade to Accudemia was chosen. Accudemia costs \$13,280 annually, compared to other platforms that start at \$40,000 annually. Funded projects were budgeted at the same amount as FY 2024-2025 as approved by the Commission at the February 2025 Commission meeting.

Discussion: No discussion ensued, except to remind staff that Membership dues for the First 5 Association were only approved at \$6,000.

2025-06-179 Proposed Budget for FY 2025-2026				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Christi Lupkes for Lisa Lewis			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 055 **2025-06-180 Administrative Cost Limit for FY 2025-2026:** Commission to review, discuss and consider approving the administrative cost limit for FY 2025-2026.

STAFF REPORT: PM Ravelo reported that policy indicates that the Commission must establish an upper limit for administrative costs as a percentage of the total operating budget. She went on to relate that the current budget anticipates a 4% administrative cost; however, the recommendation is to set the Administrative Cost Limit not to exceed 10%.

Discussion: Dr. Teske stated that there had been no change in the administrative costs percentage, the amount was the same as the previous years. Commissioner Neves asked KCAO's Executive Director, Jeff Garner, who was sitting in the audience, about the potential impact on their project in Kettleman City, now that they are no longer going to be located in the Family Resource Center building. Commissioner Neves was also curious about the impact of Transitional Kindergarten on FRC programs. Executive Director, Rose Mary Rahn, stated that discussion has ensued about providing an analysis of the current early childhood care and education landscape.

2025-06-180 Administrative Cost Limit for FY 2025-2026				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Monica Connor for Wendy Osikafo			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 059 **2025-06-181 Approval of Grantee Contract Extensions for FY 2025-2026:** Commission to review, discuss, consider approving contract extensions for the following projects, and authorize First 5 Kings County's Executive Director to sign the agreements as an authorized representative of the Commission:

- Recreation Association of Corcoran – Corcoran Family Resource Center
- United Cerebral Palsy - Parent & Me
- United Cerebral Palsy - Special Needs Project
- Kings Community Action Organization – Kettleman City Family Resource Center/Early Childhood
- Kings United Way – Get Connected!
- Evaluation, Management and Training (EMT) Associates, Inc.

STAFF REPORT: PM Ravelo stated that this agenda item is regarding approval of contract extensions for FY 2025-2026. She indicated that the Commission voted to extend the current year contracts for one year, at the same funded amount. All grantees provided an updated scope of work and budget, and all draft contracts have been reviewed or submitted for review to County Counsel. Staff are recommending that the Commission approve the contract extensions as presented and authorize ED Rahn to sign the agreements as an authorized representative of the Commission.

Discussion: KCAO will not be operating out of the Kettleman City Family Resource Center building. It will be based in Hanford. No other discussion ensued.

2025-06-181 Approval of Grantee Contract Extensions for FY 2025-2026				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Monica Connor for Wendy Osikafo			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 115 **2025-06-182 Approval of Grantee Contract Extensions for FY 2025-2026:** Commission to review, discuss, consider approving contract extensions for the following projects, and authorize First 5 Kings County's Executive Director to sign the agreements as an authorized representative of the Commission:

- Kings County Office of Education – Kings County CARES About Quality
- Kings County Office of Education – Hanford Family Connection and Lemoore Family Connection

STAFF REPORT: PM Ravelo presented the matter for discussion. She indicated that KCOE's contracts are heard as a separate matter, due to the conflict of interest presented by Commissioner Barlow being KCOE's Superintendent.

Discussion: No discussion ensued.

2025-06-182 Approval of Grantee Contract Extensions for FY 2025-2026 (KCOE)				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Monica Connor for Wendy Osikafo			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 151 2025-06-183 Children and Youth Behavioral Health Initiative – Round 3 Grant subcontracts:

Commission to review, discuss and consider approving and authorize First 5 Kings County's Executive Director to sign the agreements as an authorized representative of the Commission.

- Evaluation, Management and Training (EMT) Associates, Inc. – CYBHI Project Evaluation
- Kings United Way – CYBHI Smart Referral Network – Planning
- Kings United Way – CYBHI Smart Referral Network – Implementation

STAFF REPORT: PM Ravelo advised the Commission that this matter is regarding subcontracts resulting from the CYBHI grant. All submitted Scopes of Work were approved by the County's Purchasing Manager through the sole source justification process. EMT Associates, Inc. will be providing project evaluation and data analysis services, and Kings United Way will be providing Planning and Implementation services related to the Smart Referral Network, a closed loop referral system. Staff are recommending that the Commission approve the subcontracts and authorize ED Rahn to sign the agreements on behalf of the Commission.

Discussion: No discussion ensued.

2025-06-183 Children and Youth Behavioral Health Initiative – Round 3 Grant subcontracts				
Motion Made by:	Christi Lupkes for Lisa Lewis			
2 nd Motion by:	Monica Connor for Wendy Osikafo			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 001 **2025-06-184 2020-2025 Strategic Plan Update:** Commission to review, discuss and approve the 2020-2026 First 5 Kings County Strategic Plan update, for submission to First 5 California.

STAFF REPORT: PM Ravelo stated that statute requires the Commission to adopt a Strategic Plan, and that it must be reviewed or updated annually. PM Ravelo indicated that the Commission's focus areas, goals and objectives remain the same, with the main change being that the Plan will be extended through FY 2025-2026, while a new Strategic Plan is being formulated. Commission staff added the 1-year contract extensions to the financial plan.

Discussion: No discussion ensued; however, Commissioner Neves requested that a copy of the First 5 Kings County Strategic Plan be forwarded to the State/County lobbyist.

2025-06-184 2020-2025 Strategic Plan Update				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Christi Lupkes for Lisa Lewis			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

P. 050 **2025-06-185 Commission Meeting Schedule for FY 2025/2026:** Commission to review, discuss and consider approving the FY 25/26 schedule and location.

STAFF REPORT: PM Ravelo stated that Commission bylaws call for the Commission to adopt the annual calendar of its meetings. Commission staff recommend continuing to hold the First 5 Commission Meetings on the first Tuesday of even-numbered months at 3pm in the Board of Supervisors Chambers, unless otherwise posted. Included in the packet was a one-page document listing the recommended Commission Meeting schedule for FY 25-26.

Discussion: None noted.

2025-06-185 Commission Meeting Schedule for FY 2025/2026				
Motion Made by:	Commissioner Neves			
2 nd Motion by:	Christi Lupkes for Lisa Lewis			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Monica Connor for Wendy Osikafo	X			
Dr. Milton Teske	X			
Joe Neves	X			
Todd Barlow				X
Christi Lupkes for Lisa Lewis	X			

Informational Agenda Items

P. 053 **County Certification of Compliance:** Commission to review and discuss ASD-035 County Certification of Compliance Fiscal Year 2025-2026 Funding

STAFF REPORT: PM Ravelo informed the Commission that the matter was an informational agenda item only. She stated that county commissions must demonstrate compliance with statutes to remain eligible to receive Proposition 10 Tobacco Tax Revenue. PM Ravelo relayed that form ASD-035 County Certification of Compliance was the mechanism to show that the Commission has complied with the requirements to conduct a public hearing of the review of the local Commission's Strategic Plan, Annual Audit and Annual Report and the State Commission's Annual Report. The documentation will be submitted to the State Commission by July 1, 2025.

Discussion: None noted.

P. 057 **Spotlight on Service:** Staff from Kings United Way will present an overview of the funded project, Get Connected! and Smart Referral Network

Kings United Way Staff members presented on their First 5-funded projects.

Get Connected – 211 Coordinator Yvette Moreno

Ms. Moreno presented data related to the Get Connected! program - 211 Callers screened 2289 calls; they had 285 follow ups for households with children 0-5 years. They also received 461 referrals to meet basic needs, promote wellness and 1240 referrals specifically for children 0-5 years of age. A graph was presented showing the client's top referral needs, which is Food with Housing being second, Utility Assistance third and Diapers fourth.

Smart Referral Network – Executive Director Nanette Villareal & SRN Coordinator Daray Jones

The Smart Referral Network is an intelligent, Web-based system that connects professionals, such as Healthcare providers, case managers, or CBOs, to efficiently refer clients or patients to the most appropriate services or specialists. Referrals are built on personal recommendations, making them one of the most trusted sources for new clients or patients. Referral leads, in general, convert at a rate 30% higher than leads from other sources (Finances online). There is no cost for users to utilize the SRN platform.

Discussion: No comments noted

Executive Director/Program Manager Report: April-May 2025

STAFF REPORT: PM Ravelo indicated that there isn't a formal staff report included in the agenda packet, and all pertinent updates were provided to the Commission in the agenda items. She stated that there are over 2000 children enrolled in the Dolly Parton Imagination Library. The WIC program has contributed to sending text messages to their clients for enrollment. PM Ravelo thanked the Commission for investing in the program.

Discussion: No Comments noted.

Future Agenda Items -Chair-elect Teske mentioned the future agenda items as listed on the agenda.

August 5, 2025

- Minutes from June 24, 2025, Commission Meeting
- June 2025 Fiscal Report
- Final Grantee Achievement Report
- Spotlight on Service: Recreation Association of Corcoran's Corcoran Family Resource Center
- Executive Director/Program Manager Report: June-July 2025

Commissioner Comments No Comments noted.

Review Next Meeting Date & Adjournment

Chair-elect Teske stated that the next Commission meeting will be held on August 5, 2025, at 3:00 PM.
The meeting was adjourned at 4:43 pm.